

SELF SERVICE CENTER
**PROCEDURES: WHAT TO DO WITH THE “EXPEDITED PROCESS
ORDER TO APPEAR” and “EXPEDITED PROCESS REQUEST TO
ENFORCE” AFTER YOU HAVE FILLED THEM OUT**

COPIES: Make **3** copies each of the “*Expedited Process Request to Enforce*” and “*Expedited Process Order to Appear*”, and one copy of the “*Obligor’s Financial Affidavit*”. The “*Obligor’s Financial Affidavit*” is only required if you are enforcing an order for support. Assemble the copies as follows:

- ➡ **FOR COURT FILE**
“*Expedited Process Request to Enforce*” (original)
“*Expedited Process Order to Appear*”
“*Family Court Post-Decree Coversheet*”
- ➡ **FOR YOU**
“*Expedited Process Request to Enforce*”
“*Obligor’s Financial Affidavit*”
“*Expedited Process Order to Appear*”
- ➡ **FOR THE OTHER PARTY**
“*Expedited Process Request to Enforce*”
“*Obligor’s Financial Affidavit*”
“*Expedited Process Order to Appear*”
- ➡ **FOR EXPEDITED SERVICES**
“*Expedited Process Request to Enforce*”
“*Expedited Process Order to Appear*”

FILE YOUR COURT PAPERS: Once you have completed the “*Expedited Process Request to Enforce*”, including your copy of the “*Obligor’s Financial Affidavit*”, if applicable, you must file the original paperwork with the Clerk of the Superior Court located at:

Central Court Building
201 W. Jefferson, 1st Floor
Phoenix, Arizona 85003-2243

or
Southeast Court Complex
222 E. Javelina, 1st Floor
Mesa, Arizona 85210-6201

or
Northwest Court Complex
14264 West Tierra Buena
Surprise, Arizona 85374

There will be a filing fee of \$61.00. If you are the Respondent and you have not paid the appearance fee, you also will need to pay the appearance fee. If you need this fee deferred, see the Self-Service Center packet on Fee Deferrals at the beginning of the case. Ask the Clerk of the Court to conform (clerk stamp) the copies of your court papers to show that they were filed. The Clerk of the Court DR or Family Court Filing Counter will keep a copy for Expedited Services and will route that copy to Expedited Services.

WHAT TO DO AFTER FILING YOUR COURT PAPERS: Once you have filed the “*Expedited Services Process Request to Enforce*”, you must serve the other party with ALL the court papers. See the Self-Service Center packets on Service to see how to do this. The cost of the packet is \$2.00. Depending how you serve the other party, there will be a charge for service. The charge for service varies depending on how the other party is served.

WHAT TO DO AFTER THE OTHER PARTY IS SERVED WITH THE COURT PAPERS: After the other party has been served with the court papers, you must **MAIL, HAND-DELIVER OR FAX PROOF OF SERVICE** to Expedited Services located at:

Clerk of the Superior Court
Family Support Center/Support Services
201 W. Jefferson, 1st Floor
Phoenix, Arizona 85003-2243
Fax: (602) 506-5764

If you make arrangements to have the court papers served on the other party by a private process server or the Sheriff's Office, it is your responsibility to make sure that the proof of service is mailed, hand-delivered or faxed to Expedited Services. **FAILURE to provide proof of service will prevent or delay the scheduling conference.**

Once Expedited Services has received proof of service, a conference will be scheduled. Notice of the date, time and location will be mailed to you **and** the other person. Be aware that the party served will have an opportunity to file a **"Cross Expedited Process Request to Enforce"** regarding additional issues not related to your **"Expedited Process Request to Enforce"**. For example, if you served the other party with a **"Request to Enforce Support"**, the other party may in turn file a **"Cross Expedited Petition Request to Enforce"** for parenting time (formerly known as "parent/child access" or "visitation").

IMPORTANT INFORMATION: Your conference, which includes a mandatory Pre-Conference Orientation, may be two hours in length. Conferences are for the Petitioner and Respondent. Attorneys are invited to appear and participate in the conference. Attorneys may choose not to attend the Pre-Conference Orientation and appear only for the conference. Spouses, child(ren), family members or significant others will **not** be allowed in the conference. **DO NOT BRING CHILDREN.** They will **not** be allowed in the conference and you may **not** leave them unattended.

INTERPRETER NEEDED: If the Petitioner and/or the Respondent require the services of an interpreter of a spoken language, or for the deaf, please call (602) 506-3762 immediately and arrangements will be made to provide these services.